

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 305	Page: 1	of: 2
Title: Individual Tuition Reimbursement Requirements		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2005	

- A. Individual Reimbursement is provided for expenses incurred by students who attend initial programs which received funding from the ALSTF program.
- B. Reimbursement will be awarded based upon tuition expenses incurred by the student (minus grants and scholarships) up to the maximum amount defined in ALSTF program.
 1. Funding for individual tuition reimbursement is determined by OEMS based upon the ALSTF tuition award formula:
 - a. There are two different funding levels:
 - i. Non-ALSTF funded initial programs
 - ii. ALSTF funded initial programs
 2. All awards are subject to funding availability and are evaluated in the order received.
- C. Individual requests for tuition reimbursement require that the applicant:
 - a. be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
 - b. determine and accurately report whether the certification program for which tuition is being requested received funds from the ALSTF program.
 - c. submit a completed Advanced Life Support Training Fund Individual Tuition Reimbursement Application. Incomplete applications will be returned.
 - d. be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a Letter confirming agency affiliation on agency letterhead signed by the Agency's Chief Operations Officer (COO) including the COO's printed name and the agency's EMS License number. The letter must be dated.

- e. ensure the submitted application is postmarked to the Virginia Office of EMS within six (6) months of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.
- D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.